

**PROPOSED NEW PARAGRAPHS 4 and 5 TO DRAFT REGULATION ON TRAVEL  
(proposed memo to Assistant Directors and  
Staff Chiefs from ID/Administration)**

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4. When travel orders are required under Regulation  each office is responsible for issuance of proper orders and for assuring that the appropriate information is secured from the traveler while he is available in order to permit expeditious reimbursement on completion of the travel.

5. Those offices which currently have no allocation of unvouchered funds for the travel contemplated herein, will arrange with the Comptroller for the establishment of an appropriate account. The Assistant Director (Personnel) will personally approve travel of individuals being considered for employment in important or highly sensitive positions who are referred to above as invitees.

**LAWRENCE R. HOUSTON  
General Counsel**

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(incoming returned also as only original had been submitted)